

March 20, 2004 12:00 PM

ALL QPA purchases, (this includes all state use vendors and PEN products) must be entered into the system with exception of the ones listed below. Please follow the instruction given for these purchases.

Remember, purchases less than \$500 are not required to be entered 'at this time'. This statement pertains to your streamlining delegation and does not include QPA releases. We need to be able to report from the system on our QPA purchases.

Until further notice, you may order from the vendor in the same manner that you have in the past for the following contracts/items/vendors OR order as instructed below. When these contracts are ready in ePro, you will be notified to begin ordering through ePro at that time.

Dell - this vendor catalog is not yet set up in ePro and requests must be entered through 'special request' at the requisition. If you obtain a pricing quote from their website, please always reference it in the line comments.

Gordon Food Service is NOT completely set up for use in ePro. That being said, you may order from Gordon the way you did prior to ePro and entering the orders into ePro is not required 'at this time'.

.342 for Medical Providers Outside the Agency - you do not need to enter these into ePro 'at this time'. They are not procurement related expenditures and should be dealt with in future phases of the implementation.

Stanz Food Service orders may be placed via the Stanz software provided and do not require entering into ePro 'at this time'.

Minnesota Contract (Bergen Brunswick) orders may be placed via the QS1 software from the Minnesota Contract (Bergen Brunswick) or however you have ordered in the past and do not need to be entered into ePro 'at this time'.

Physician Sales and Service orders should be placed as ordered prior to ePro, which was by processing a QPA release. Since the contract and items are not yet set up in ePro, please enter as special requests and be sure to print as a Indiana QPA Release PO.

Temporary service from the Clerical or IT temporary QPAs must be entered as special requests until further notice. All pricing has not been set up at the item level.

Contracts - Only IDOA Procurement contracts must be entered into the system at this time. Personal/professional service contracts must be entered only if you want a PO to encumber funds. Then, they will be handled just as they always have.

Fuel and LP Gas QPAs - These orders must be entered. An email from Teresa Deaton was sent out that stated that Items have been set up for each vendor for each week of Opis pricing. When conducting your search in e-proc, use the Advance Search button and search for your vendor name. When selecting your items pay close attention to item you pick as there are items set up per district/agency due to different pricing and/or different ordering and remit to address. The OPIS is set up per week so you will need to select the appropriate week for the correct pricing to pull in. If you have any questions, please feel free to contact Linda Sharp at lsharp@idoa.state.in.us.

Please go to our Internet site and click on the eProcurement Information link and print out and use the user guides developed by our training staff. We are hearing very good comments back on them and we watch issues posted and try to clarify in the user guides...so keep an eye on the site for updates too. They are now dated.

Here's the web address: <http://www.in.gov/idoa/proc/QuickReferenceGuides.htm>